

The Pipeline

Vol. 1999, Number 6

Feb. 19, 1999

Are You a MARS User?

No, not the candy bar.

You probably are a MARS User if you work with accounting, budgets, procurement, purchasing, payments, revenue, inventory, contracts, projects, or grants, to name a few. If you can define yourself as a MARS User (that is, someone who will use the new Management and Administrative Reporting System, scheduled to start up on July 1), this is a training reminder just for you. It should clarify matters discussed in last week's Pipeline.



- **Computer Literacy Training** is going on now through April. If you are a MARS User, need this training, and have not signed up, help your Division Director fill out the MARS training request forms.
- **Computer-based Training** will begin in April and be available online for MARS Users throughout the year. If you are a MARS User, you must take this training and become familiar with the modules you will be using in MARS before you go to MARS Instructor-led training classes.
- **Instructor-led training** classes will be offered April through June. If you are a MARS User, you will be contacted and scheduled for these classes later.

Watch for more information from your CFC training leads, Kelly Staples and Randall Hancock. If you have any questions, call CFC MARS Training Team member Angie Tingle at 564-0503, Ext. 3532. For information on the Health Services' MARS project, call Communications Lead Barbara Rutledge at 564-2781.

A Tragic Loss

CFC employee Beverly Bruner Stearns, a veteran of state government, was killed in a car crash recently while driving from Frankfort to her home in Shelby County.



Stearns, 40, was driving home to Waddy about 6 p.m. on Monday, Feb. 8, when her car collided with a truck on KY 1472 in Shelby County, according to the Shelbyville Sentinel-News.

Beverly was a secretary in what is now the Division of Protection and Permanency for six years and worked on the third floor of the Human Resources Building. She previously worked for the Cabinet for Health Services.

She is survived by two daughters, Kendell, 19, and Deidra, 16. Anyone wishing to contribute to a fund for her daughters, please contact Jean Lawson at 564-2810.

Electronic Tax Filing



Electronic Tax Filing for the 1998 tax year is being offered as a pilot program to the employees of the Cabinet for Families and Children who live or work in Franklin County and their immediate family members. Immediate family members include spouse, children living at home or attending college.

Returns must be completed and signed. Electronic filing forms need to be completed before making your appointment. These forms are available in the Employee Services Branch on the 5th floor, 5C-C, of the CHR building. To make an appointment, ask for Joyce Kinder or Debbie Armstrong at 564-7770. Appointments are being set Monday through Friday 8-11 A.M.

Retirement Receptions



There will be a retirement reception for **Shirley Luther**, EMS Branch, on Feb. 26 from 2-4 p.m. in the Health Services boardroom. If you would like to contribute towards a gift or refreshments, call Regina Pickle at 564-8963 or Brenda Robinson at 564-8948.

If you're planning a retirement reception for one of your co-workers and you want it announced in *The Pipeline*, please submit: the honoree's name and the name of the office where she or he works; the date and time of the reception; the location where the reception will be held, and your name and telephone number. Send the information to Patricia Loman at: ploman@mail.state.ky.us by 4:30 p.m. on Tuesday to get it in Friday's *Pipeline*.

Sick Leave Request

Rhonda Smither, an employee of the Department for Public Health, Health Data Branch is in need of sick leave donations. Ms. Smither has been on medical leave for several months due to chronic fibromyalgia. Contact Agnes Parman, 564-2757 to donate time.

KECC Fundraiser is Cooking

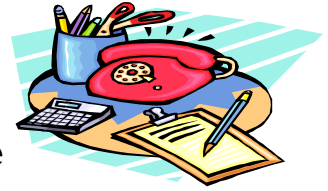
The Cabinet for Families and Children will publish a cookbook to raise funds for the 1999 Kentucky Employees Charitable Campaign, and needs help collecting recipes. Peggy Burch of Technology Services, CHR 5E-B, will accept your favorite recipes at her office, by e-mail or by fax at 502-564-0693.

Remember to include your name and phone number, and also be very exact with your recipes. For example, if your recipe calls for a package of noodles, specify what size. If there is an interesting history or story behind your recipe, include that also.

For more information, call Peggy Burch at 502-564-6478, ext. 3341.

Pipeline, a weekly newsletter for employees of the Cabinets for Families and Children and Health Services, welcomes reader comments and contributions. Items for *Pipeline* are due by 4:30 p.m. Tuesday; items for intercom announcements are due by 4:30 p.m. Monday. Call (502) 564-6786 or send information to Patricia Loman at ploman@mail.state.ky.us.

Central Office Notes and Activities



◆ **Treats and sweets to munch with the Bunch!**

CFC employees from the 5th floor are sponsoring a bake sale on Feb. 25 to benefit the KECC. You can purchase treats from 9 a.m. until the goodies run out! For more information, contact Wilma Morris at 564-7010 or Debbie Armstrong at 564-7770.

◆ **Air quality testing** began at First City Complex Monday, Feb. 15. Jerry Taylor and Associates selected monitoring locations; started real-time continuous monitors, which will run for seven days; interviewed employees, and will review the building's heating and air conditioning plans. For more information about these tests, call Andrew Bland, Safety Administrator, at 564-7530.

◆ Thanks to employees of the CHR Building and others who donated to the **Red Cross blood drive** held Feb. 9-10, 129 pints of blood were collected. The next blood drive will be in early July.

◆ **Lost something?** Remember to check with the receptionist at the Information Desk in the CHR Building lobby.

◆ Do you need an **updated phone listing** of fellow employees? For a listing of all state employees, check the Web at www.state.ky.us/directory/dirindex.htm. Bookmark this – you will use it often.

◆ The **aerobics program** meets every Tuesday and Thursday at 5 p.m. in the cafeteria. Call Beth Bates at 564-7736 for more information.

◆ **Bowl-A-Thon**, the annual fundraiser for **Big Brothers/Big Sisters**, is scheduled for the week of March 14.

◆ The annual **March of Dimes** fundraiser, **Walk America**, will be held April 16 for state employees. Plan now to participate.

◆ **Community Based Services in Covington** would like to remind everyone of its new address: 624 Madison Ave., 3rd Floor, Covington, KY. Be sure to begin using this address immediately.

◆ Effective Feb. 12, 1999, **postings for vacant positions** will be sent electronically to all CFC Central Offices and Service Region Administrators. Hard copies of postings will no longer be mailed to these offices. It is the responsibility of the Services Region Administrators to distribute postings to their staff.